June 2014 FNS WBSCM Newsletter

Web Based Supply Chain Management | WBSCM

WBSCM News & Updates

ECOS to be taken offline Sep 15, 2014 (Updated)

Values of Commodities Received:

ECOS provides this report that can be extracted and saved for future reference. The Value of Commodities Received report provides USDA Order information by organization and program. The report was intended for use in monitoring the cost of commodities received by an organization. This report will show orders originating from ECOS as well as orders generated outside of ECOS, through the Import process.

Scheduled WBSCM Maintenance Outages

WBSCM Production System will not be available

* beginning Thursday July 3rd at 6:00 pm and goes until Monday July 7 at 6:00 am &

* Sunday July 13th at 8:00 am and goes until 6:00pm

WBSCM is implementing required system maintenance and no user access is available during the scheduled outages.

If you have any questions, please contact the WBSCM Service Desk (WBSCMHelp@AMS.USDA.GOV).

Annual USDA-FNS WBSCM User Validation Process

USDA policy requires validating users in the WBSCM System to ensure inactive login IDs are not retained. If you have not accessed the system and want to remain active, please login to WBSCM immediately to avoid deletion. Users who have not accessed the system for 9 months are required to be locked and then deleted within a 12-month period. IDs should not be shared; for security purposes - each user needs to have their own WBSCM (E-Auth) ID.

WBSCM User Admins are responsible for confirming the users in your organization and subordinate organizations in the WBSCM System. Please delete users who have left your organization and lock or delete unused ID's as noted above. Also assess assigned roles to be certain the level of access and authority is still appropriate for users in your organization.

Instructions to Lock or Delete a User

* To "lock" a user – go to Admin tab, then Manage Users. Click on appropriate name (highlight) and

* click on Modify User button. Go to Admin data Tab, check the User Locked box, and Save.

* To "delete" a user – go to Admin tab, then Manage Users. Click on appropriate name (highlight),

* select Delete User, and Confirm.

Please contact the WBSCM Service Desk (WBSCMhelp@ams.usda.gov) with any questions or concerns.

Reminder:

To ensure you receive the latest news and updates, register to receive free E-mail notifications when the WBSCM Homepage has been updated at http://www.fns.usda.gov/fdd/fns-wbscm-information and click
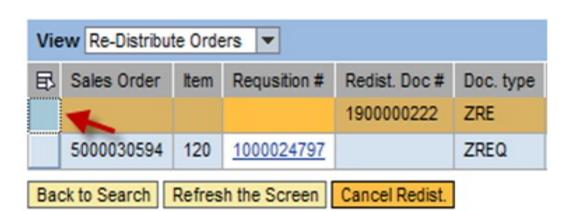
WBSCM Toolbox Spotlight

1. Cancelling Previously Redistributed Orders (SDA Only)

* Click (the Blue box) beside the redistribution order you want to cancel.

* Click (the Cancel Redist. button) to cancel your redistribution order

* Click (the Yes button) to confirm that you want to cancel the redistribution document.

* A confirmation message indicating that your redistribution credit order (ZRCR) and redistribution order (ZRE) were cancelled is displayed at the top of the screen.

Note: You will receive an error if you try to cancel a requisition order (ZREQ) from this screen.
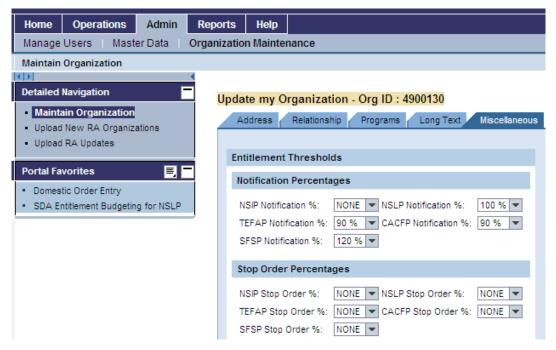
2. Setting Threshold Percentages for RAs

When setting the entitlement threshold percentages for one RA organization, the changes are applied to ALL of an SDA's RA's. The threshold percentages are program specific so a percentage needs to be set for each program that the SDA is working with.

A full list of FAQs and tips can be found on the FDD Website at http://www.fns.usda.gov/fdd/fns-wbscm-general-information-presentations-and-simulations

Useful Links

WBSCM: http://www.usda.gov/wbscm

FDD: http://www.fns.usda.gov/fdd/fns-wbscm-information

What's Next?

Future Targeted Initiatives

* WBSCM Technical Upgrade

Upcoming Events

School Nutrition Association (SNA) National Conference

July 13-16, Boston, MA

Communicate with FNS – questions, concerns, issues

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WBSCM Service Desk

The WBSCM Service Desk contact information is as follows:

Call-in phone number is: 877-WBSCM-4U or 877-927-2648

Email inquiries: WBSCMhelp@ams.usda.gov

Web form link on WBSCM Portal : https://srai.service-now.com. From this link users can access a form and submit it to the WBSCM Service Desk as well as monitor the status of their help ticket. This is a separate application from WBSCM and will require an additional login and password. Users will enter the WBSCM email address as the logon and a password can be created. Using this site is optional.

Hours of Operation: 8:00 AM to 6:00 PM ET

Suggestion Box

Is there something you would like to see in the newsletter? Send your thoughts and comments to ja-karra.nichols@fns.usda.gov